



The Government expects us to:

- ◆ Promote good attendance and reduce absence, including persistent absence (less than 90%)
- ◆ Ensure every pupil has access to a suitable education, to which they are entitled; and act early to address patterns of absence.

Daily routines

The school day starts at 8.30am and all pupils are expected to be present in their form room for registration after the daily meet-and-greet by staff on arrival at school. A pupil will be marked as late if they arrive after 8.35am. Afternoon registration is at 1.00pm (Y10/11) and at 1.30pm (Y7-9) and the school day ends at 3.00pm.

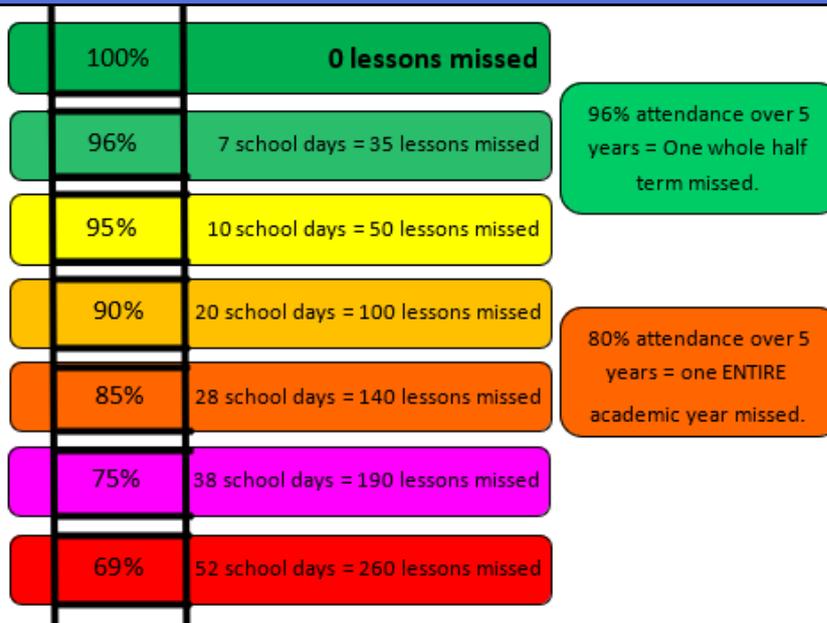
Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:30am or as soon as possible.

Parents should use the 'Studybugs app' to report their child's absence with reasons for the unplanned absence.

Data and monitoring

We use data to closely monitor the attendance of all children on a regular basis (daily, weekly, half/termly). This makes use of school systems as well as relying on communication from parents to inform us about any absence. Where attendance is not in-line with our school's minimum attendance target of 96% we will liaise with parents to explore how we can support improved attendance.

There is an unquestionable link between school attendance and school achievement



Promotion of good Attendance and punctuality

We maintain and promote good attendance and punctuality through:

- Rewarding pupils for their attendance and punctuality
- Raising awareness of attendance and punctuality issues among all staff, parents and pupils
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually
- Equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance
- Developing and implementing procedures to follow up non-attendance at school.



Green	100%- 96%	Expected attendance
Yellow	95.9% - 90%	Risk of underachievement - interventions in liaison with school staff (eg Form tutor; Attendance Intervention Mentor; Student Welfare Officer; Personal Development
Amber	89.9% - 85%	Serious risk of underachievement - interventions in liaison with school staff as above and Educational Welfare
Pink	84.9% - 70%	Severe risk of underachievement – interventions in liaison with Educational Welfare and other organisations
Red	69.9% - 0%	Extreme risk- court action in liaison with the Local Authority

### Escalation of procedures

**If a child is not in school, then this is a safeguarding matter. We all have a responsibility to promote high attendance to keep our children safe and healthy.**

From September 2013 the government abolished the right of the Headteacher to authorise absence specifically for holidays of up to 10 days per year. Instead, the Headteacher will only be allowed to grant leave of absence for any reason if they are satisfied that **exceptional circumstances** exist.

Should there be an unexplained absence we will contact you on the day of the absence. It may be the case that where the school and parents have worked together to improve the attendance of a child and there has been little improvement, then the school will liaise with an Educational Welfare Officer for their support to help improve attendance. We will also formalise this support and put in place parenting contracts as well as make referrals, where necessary, to other organisations such as social care to support the child's improved attendance and will encourage parents to do so likewise.

Fixed Penalty Notices for absence and other sanctions (Education Supervision Orders and Prosecution) will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with. If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

### Attendance contacts

On a daily basis since form tutors know children the best then the form tutor must be the first point of contact regarding Pastoral matters. If this is done via e-mail then the respective Student Welfare Officer along with the School Information Officer must also be notified in the e-mail who will subsequently inform the Personal Development leader. The Attendance intervention Mentor may also be involved if there are specific attendance concerns for Pupil Premium children. However, **contact regarding absence needs to be done via the Studybugs app**. If there are more general matters to be discussed then the respective Personal Development Leader will be involved.

Ms M Vingoe—School Information Officer (mvingoe@penair.cornwall.sch.uk or 01872 245133)

Mr R Sharpe—Deputy Headteacher (designated senior teacher with responsibility for attendance — rsharpe@penair.cornwall.sch.uk or 01872 245137).

More details regarding the school's expectations and approach to supporting parents in improving the attendance of their child is to be found in the school's Attendance policy that is available via the school's website. <https://penair.cornwall.sch.uk/wp-content/uploads/2022/04/Penair-School-Attendance-Policy-July-2019.pdf>